

# **Town of Lauderdale-By-The-Sea**



## **REQUEST FOR QUALIFICATIONS**

**No. 14-07-01**

# **Architectural Design Services**

**RFQ OPENING: September 18, 2014, 2:00 P.M.**

**Town Hall**

**4501 Ocean Drive**

**Lauderdale-By-The-Sea, FL 33308**

## **Architectural Design Services**

Town of Lauderdale-By-The-Sea RFQ No. 14-07-01

### **TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**

#### **REQUEST FOR QUALIFICATIONS NO. 14-07-01**

*This is a Request for Qualifications ("RFQ") solicitation being conducted pursuant to Section 287.055, Florida Statutes, known as the Competitive Consultant's Negotiation Act (**CCNA**).*

The Town of Lauderdale-By-The-Sea, Florida invites qualified firms to submit responses to provide:

## **Architectural Design Services** **(CCNA continuing contract)**

The Town of Lauderdale-By-The-Sea, Florida (the "**Town**") will receive sealed responses until 2:00 p.m. (local), September 18, 2014, in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

See Part II for information regarding submitting a response.

### **The Town's contact person for this RFQ is:**

**Bud Bentley, Assistant Town Manager**  
4501 Ocean Drive  
Lauderdale-By-The-Sea, Florida 33308  
Telephone: 954-640-4212  
Fax: 954-640-4326  
Email: ATM@LBTS-FL.GOV

RFQ documents may be obtained via the Internet at the Town of Lauderdale-By-The-Sea website at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov) and this RFQ is posted on [www.Demandstar.com](http://www.Demandstar.com). If you do not have internet access, you may obtain the documents by contacting the Town Clerk (954-640-4201).

The Town reserves the right to reject responses with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for other responses. Incomplete or non-responsive responses may be rejected by the Town as non-responsive. The Town reserves the right to reject any response for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFQ must be submitted to the Town by the due date and time to constitute a response.

**Mid-Century Modern Design Services**  
Town of Lauderdale-By-The-Sea    RFQ No. 14-07-01

**Table of Contents**

<b>Part I</b>	<b>Statement of Work</b>	<b>1</b>
A	Objective	1
B	Scope of Work	1
C	Technical Requirements	2
D	Insurance and Licenses	2
<b>Part II</b>	<b>General Information</b>	<b>4</b>
A	Definitions	4
B	Invitation to Propose; Purpose	4
C	Contract Awards	4
D	Response Costs	5
E	Inquiries	5
F	Delays	5
G	Pre-response Meeting	5
H	Response Submission	5
I	Response Format	6
J	Response – Procedural Information	8
K	Public Records	8
L	Irregularities; Rejection of Responses	9
M	Evaluation Method and Criteria	9
N	Representations and Warranties	10
O	Town Contract	11
<b>Exhibits</b>	<b>Forms</b>	<b>Page</b>
	RFQ Form A. Qualifications Statement	12
	RFQ Form B. Reference Form	14
	RFQ Form C. Proposer's Certification	15

# **Architectural Design Services**

Town of Lauderdale-By-The-Sea RFQ No. 14-07-01

## **Part I – Statement of Work**

### **PART I - STATEMENT OF WORK**

#### **A. OBJECTIVE**

The Town seeks a qualified design firm to provide Architectural Services in the Mid-Century Modern style for selected Town projects. This will be a “continuing contract” as defined by CCNA. The Continuing Services Agreement shall delineate those tasks that the Proposer will provide on an ongoing basis and those projects or tasks that will be authorized by a specific Work Authorization.

The Town anticipates that the Continuing Services Agreement will have an initial term of 3 years and may be renewed for two one-year extensions.

The Town’s first Mid-Century Modern project under this contract will be public restrooms, site amenity, and parking on the vacate lot at 4345 El Mar. The property was purchased by the Town in April 2014 so the Town could improve the amenities provided to visitors and residents to our downtown area.

The Town of Lauderdale-By-The-Sea is a coastal community of about 6,000 residents with a winter seasonal population of twice that amount. The Town’s economy is based on tourism and its seaside location.

In 2012 the Town Commission declared Mid-Century Modern the preferred architectural style in the Town in recognition of the prevailing style of the architecturally-significant buildings in Town. The Town’s intent was to encourage the local adaption of Mid-Century Modern architectural style by property owners and to show that the style is architecturally and visually appealing and that it fosters a sense of place consistent with the characteristics of the existing Town environment.

In May 2013, the Town Commission adopted the Architectural Design Standards Manual to explain the desired features of the Mid-Century Modern style in order to assist property owners and design professionals in their planning and design of new construction or renovations.

#### **B. SCOPE OF WORK**

The Basic Services for projects will include: Schematic Design Phase, Design Development Phase, Construction Document Phase, Bidding & Negotiation Phase, Construction Phase Oversight, and the Administration of Construction Contract and Documents.

Additional Services may include project coordination and project management.

Each Project will have a Work Authorization that specifies the services to be provided, the project schedule, and the compensation to be paid to the design professional for design services.

# **Architectural Design Services**

Town of Lauderdale-By-The-Sea RFQ No. 14-07-01

## **Part I – Statement of Work**

### **C. TECHNICAL REQUIREMENTS**

In order to be deemed responsive and considered for contract award, each Proposer shall satisfy the following mandatory minimum requirements:

1. Have at least ten years' experience in architectural design and overseeing the construction of mid-century modern projects.  
  
(In the event the firm has not existed for ten years, but at least one principal and the individual who will be assigned as designer of record have the required years of experience; that firm shall be considered to have met this requirement.)
2. Architects on staff who have designed no less than two new buildings or renovations in the Mid-Century Modern style.
3. Maintain an office in the tri-County area (Broward, Dade and Palm Beach Counties), which is the home office for the designer of record and most of his/her support team.
4. Have all necessary and appropriate Florida licenses for the services requested in this RFQ.

Preference will be given to those firms that have demonstrated capabilities in successfully completing work of similar or larger scope and complexity, and that have a track record of delivering high quality designs that are completed in a timely manner, are constructible within the budgets set and the design construction cost estimate.

Proposer shall identify the following in RFQ Form A:

1. The Proposer's administrative contact person.
2. The primary design professional proposed to serve as the designer of record and proof that the individual is licensed in the State of Florida.
3. The professional team that will work on Town assignments.

### **D. INSURANCE AND LICENSES**

The successful Proposer shall maintain in full force and effect throughout the contract: (a) insurance coverage reflecting the minimum amounts and conditions required by the Town, and (b) any required licenses.

1. Comprehensive General Liability Insurance - \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate for Bodily Injury and Property Damage and \$2,000,000 general aggregate for Products/Completed Operations. Comprehensive General Liability insurance shall include endorsements for property damage; personal injury; contractual liability; completed operations; products liability and independent contractors coverage.

## **Architectural Design Services**

Town of Lauderdale-By-The-Sea RFQ No. 14-07-01

### **Part I – Statement of Work**

2. Workers' Compensation Insurance – Statutory.
3. Comprehensive Automobile Liability Insurance - \$1,000,000 combined single limit of insurance per occurrence for Bodily Injury and Property Damage; \$1,000,000 Hired & Non Owned Auto Liability.
4. Professional Liability – \$1,000,000 combined single limit of insurance per occurrence and \$2,000,000 in the general aggregate.

**The following is NOT required when you submit your response.**

*If short listed, Proposer shall provide a list of claims presently outstanding against the firm. This information shall be provided by and signed by the agent of the insurance carrier. If no outstanding claims exist, a statement of this fact must be provided by and signed by the agent of the insurance carrier.*

This information may be submitted with your response.

**END OF PART I**

**Architectural Design Services**  
Lauderdale-By-The-Sea RFQ No. 14-07-01  
Part II –General Information

## PART II: RFQ GENERAL INFORMATION

### A. DEFINITIONS

For the purposes of this Request for Qualifications (**RFQ**):

**Proposer** shall mean the contractor, consultant, respondent, organization, firm, or other person submitting a response to this RFQ.

**Town** shall mean the Town of Lauderdale-By-The-Sea, Town Commission or Town Manager, as applicable, and any officials, employees, agents and elected officials.

**Contact Person** for the purpose of this RFQ shall mean:

Bud Bentley, Assistant Town Manager  
4501 Ocean Drive  
Lauderdale-By-The-Sea, Florida 33308  
Telephone: 954-640-4212.  
Fax: 954-640-4236  
Email: [ATM@LBTS-fl.gov](mailto:ATM@LBTS-fl.gov)

**Town Clerk** shall mean:

Tedra Smith, Town Clerk  
4501 Ocean Drive  
Lauderdale-By-The-Sea, Florida 33308  
Telephone: 954-640-4201.  
Fax: 954-640-4236  
Email: [TedraS@LBTS-fl.gov](mailto:TedraS@LBTS-fl.gov)

### B. INVITATION TO RESPOND; PURPOSE

The Town solicits responses from responsible and qualified firms to perform work for or provide goods and/or services to the Town as specifically described in Part I, Statement of Work.

### C. CONTRACT AWARDS

The Town Commission anticipates entering into a Continuing Services Agreement with the Proposer judged by the Town to be most highly qualified to perform the requested services. The Continuing Services Agreement shall delineate those tasks that the Proposer will provide on an ongoing basis and those projects or tasks that will be authorized by a specific Work Authorization.

***The Town anticipates that the Continuing Services Agreement will have an initial term of 3 years and may be renewed for two one-year extensions.***

The Town anticipates awarding one contract, but reserves the right to award more than one contract if in its best interest. If the Town selects a firm, the Town will provide a written notice of the award.

The Proposer understands that neither this RFQ nor the notice of award constitutes an agreement or a contract with the Proposer. A contract or agreement is not binding until a written contract or agreement has been approved as to form by the Town Attorney and has been executed by both the Town (with Commission approval, if applicable) and the successful Proposer.

## **Architectural Design Services**

Lauderdale-By-The-Sea RFQ No. 14-07-01

### **Part II –General Information**

#### **D. RESPONSE COSTS**

Neither the Town nor its representatives shall be liable for any expenses incurred in connection with preparation of a response to this RFQ. Proposers should prepare their response simply and economically, providing a straightforward and concise description of the Proposer's ability to meet the requirements of the RFQ.

#### **E. INQUIRIES**

The Town will not respond to oral inquiries regarding the RFQ. Proposers may mail, email or fax written inquiries regarding this RFQ to the attention of the Town Clerk. Please mark the correspondence "RFQ No. 14-07-01 QUESTION".

The Town will respond to written inquiries received at least 7 working days prior to the due date for submission of responses to the RFQ. The Town will record its responses to inquiries submitted in accordance with this Section, and any supplemental instructions, in the form of a written addendum.

If addenda are issued, the Town will post the addenda on its website and DemandStar and will attempt to notify prospective Proposers who have provided their contact information to the Town's Contact Person. It is the sole responsibility of a Proposer to remain informed as to any changes to the RFQ.

#### **F. DELAYS**

The Town may postpone scheduled due dates in its sole discretion by issuing an addenda.

If addenda are issued, the Town will post the addenda on its website and DemandStar and will attempt to notify prospective Proposers who have provided their contact information to the Town's Contact Person. It is the sole responsibility of a Proposer to remain informed as to any changes to the RFQ.

#### **G. PRE-RESPONSE MEETING. No pre-response meeting is scheduled.**

#### **H. RESPONSE SUBMISSION**

Proposers shall submit one (1) original and three (3) hardcopies of the response in a sealed, opaque package. In addition, Proposers shall submit an electronic copy of the response in both PDF and Microsoft Word file formats.

The package shall be clearly marked on the outside as follows:

To:	Town of Lauderdale-By-The-Sea
RFQ No.	14-07-01
<b>Title:</b>	<b>Architectural Design Services</b>
Submitted by:	_____
Address:	_____.

Responses shall be submitted in person or by mail. Email submittals are not accepted.

Late submittals, additions, or changes will not be accepted and will be returned to the Proposer unopened.



**Architectural Design Services**  
**Lauderdale-By-The-Sea RFQ No. 14-07-01**  
**Part II –General Information**

Due to the irregularity of mail service, the Town cautions Proposers to assure actual delivery of responses to the Town prior to the deadline set for receiving responses. It is the sole responsibility of each Proposer to ensure that their Response is received by the Town by the specified due date and time. Telephone confirmation of timely receipt of the response may be made by calling the Office of the Town Clerk before response opening time. Proposers may withdraw their responses by notifying the Town in writing at any time prior to the Town's opening of the Responses. Responses, once opened, become the property of the Town and will not be returned.

**I. RESPONSE FORMAT**

In order to ensure a uniform review process and to obtain the maximum degree of comparability, Proposers are required to organize Responses in the manner specified herein. Unless otherwise specified, Proposers shall use the response forms provided by the Town herein. These forms may be duplicated, but failure to use the forms may cause your response to be rejected. Any erasures or corrections on the form must be made in ink and initialed by the Proposer in ink. All information submitted by the Proposer shall be printed, typewritten or competed in ink. Responses shall be signed in ink. When an RFQ requires multiple copies they may be included in a single envelope or package properly sealed and identified.

All responses shall be submitted as specified in this RFQ. Any attachments shall be clearly identified. In order to be deemed responsive and considered for contract award, the response must fully respond to all parts of the RFQ. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the response. If publications are supplied by a responder to respond to a requirement, the response should include reference to the document number and page number. Responses lacking this reference may be considered to have no reference material included in the additional documents.

Proposers shall prepare their responses using the following format:

1. Letter of Transmittal:  
This letter will summarize in a brief and concise manner, the Proposer's understanding of the scope of work and make a positive commitment to provide its services on behalf of the Town. The letter must name all of the persons authorized to make representations for or on behalf of the Proposer, and must include their titles, addresses, and telephone numbers. An official authorized to negotiate and execute a contract on behalf of the Proposer must sign the letter of transmittal.
2. Title Page:  
The title page shall show the name of Proposer's agency/firm, address, telephone number(s), name of contact person, date, and the RFQ No. and the Project name.
3. Table of Contents:  
Include a clear identification of the material by section and by page number.
4. Organization Profile and Qualifications:  
This section of the response must describe the Proposer, including the size, range of activities, and experience providing similar services.

## **Architectural Design Services**

Lauderdale-By-The-Sea RFQ No. 14-07-01

### **Part II –General Information**

Each Proposer must include:

- Documentation indicating that it is authorized to do business in the State of Florida and, if a corporation, is incorporated under the laws of one of the States of the United States.
- The resume and professional qualifications of the individual to be appointed designer of record.
- Resumes and professional qualifications of other individuals that may provide services to the Town under the Architectural Design Services contract. Please describe the person(s') background, training, experience, qualifications and authority.
- Completed RFQ Forms A, B, and C. All RFQ forms are included as exhibits to this document.

5. **Experience:**

The Proposer must describe its expertise in and experience with providing services similar to those required by this RFQ. Describe previous experience relating to the Scope of Work requested in this RFQ. Has the firm worked for other governmental entities, particularly municipalities? If so, please describe the work performed and include contact information for references, the time the firm was engaged and a list of accomplishments for each.

6. **Approach to Providing Services:**

This section of the response should explain the Scope of Work as understood by the Proposer and detail the approach, activities and work products to be provided.

7. **Additional Information:**

Any additional information which the Proposer considers pertinent for consideration should be included in a separate section of the response.

**J. RESPONSE – PROCEDURAL INFORMATION**

1. **Interviews:**

The Town reserves the right to conduct interviews or require presentations prior to selection. The Town is not responsible for any expenses that Proposers may incur in connection with a presentation to the Town or related in any way to this RFQ.

2. **Request for Additional Information:**

The Proposer shall furnish such additional information as the Town may reasonably require. This includes information, which indicates financial stability as well as ability to provide the requested services. The Town reserves the right to make investigations of the qualifications of the Proposer as it deems appropriate, including but not limited to, a background investigation.

Failure to provide additional information requested may result in disqualification of the response.

3. **Responses Binding:**

All responses submitted shall be binding for at least one hundred fifty (150) calendar days following response opening. The Town may desire to award a contract after the 150 day period. In such case, Proposer may choose whether or not to continue to honor the response terms.

## **Architectural Design Services**

Lauderdale-By-The-Sea RFQ No. 14-07-01

### **Part II –General Information**

4. **Proposer's Certification Form:**  
Each responder shall complete the "Proposer's Certification" form included as RFQ Form C and submit the form with the response. This form must be acknowledged before a notary public with notary seal affixed on the document.

#### **K. PUBLIC RECORDS**

Responses are public documents and subject to public disclosure in accordance with Chapter 119, Florida Statutes (the Public Records Law). Certain exemptions to the Public Records Law are statutorily provided for and it is the Proposer's responsibility to become familiar with these concepts. The contract will include a provision wherein the Proposer releases and agrees to defend, indemnify, and hold harmless the Town and the Town's officers, employees, and agents, against any loss or damages incurred by any person or entity as a result of the Town's treatment of records as public records. By statute, the contract will also contain the following clauses:

Contractor acknowledges that the public shall have access, at all reasonable times, to certain documents and information pertaining to Town contracts, pursuant to the provisions of Chapter 119, Florida Statutes. Contractor agrees to maintain public records in Contractor's possession or control in connection with Contractor's performance under this Agreement and to provide the public with access to public records in accordance with the record maintenance, production and cost requirements set forth in Chapter 119, Florida Statutes, or as otherwise required by law. Contractor shall ensure that public records that are exempt or confidential from public records disclosure requirements are not disclosed except as authorized by law.

Unless otherwise provided by law, any and all reports, surveys, and other data and documents provided or created in connection with this Agreement are and shall remain the property of Town. In the event of termination of this Agreement by either party, any reports, photographs, surveys and other data and documents and public records prepared by, or in the possession or control of, Contractor, whether finished or unfinished, shall become the property of Town and shall be delivered by Contractor to the Town Manager, at no cost to the Town, within seven (7) days of termination of this Agreement. All such records stored electronically by Contractor shall be delivered to the Town in a format that is compatible with the Town's information technology systems. Upon termination of this Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure. Any compensation due to Contractor shall be withheld until all documents are received as provided herein. Contractor's failure or refusal to comply with the provisions of this section shall result in the immediate termination of this Agreement by the Town.

**Architectural Design Services**  
Lauderdale-By-The-Sea RFQ No. 14-07-01  
Part II –General Information

**L. IRREGULARITIES; REJECTION OF RESPONSES**

The Town reserves the right to reject responses with or without cause and for any reason, to waive any irregularities or informalities, and to solicit and re-advertise for the requested services. Incomplete or non-responsive responses may be rejected by the Town as non-responsive. The Town reserves the right to reject any response for any reason, including, but without limitation, if the Proposer fails to submit any required documentation, if the Proposer is in arrears or in default upon any debt or contract to the Town or has failed to perform faithfully any previous contract with the Town or with other governmental jurisdictions. All information required by this RFQ must be supplied to constitute a response.

**M. EVALUATION METHOD AND CRITERIA**

1. General: The Town shall be the sole judge of its own best interests, the responses, and the resulting negotiated contract or agreement, if any. The Town reserves the right to investigate the financial capability, reputation, integrity, skill, business experience and quality of performance under similar operations of each Proposer, including shareholders, principals and senior management, before making an award. Awards, if any, will be based on the evaluation criteria set forth in this section. The Town's evaluation criteria may include, but shall not be limited to, consideration of the following:
  - A. ability to meet set standards;
  - B. availability of qualified personnel;
  - C. expertise of personnel;
  - D. financial resources and capabilities;
  - E. past contracts with other governmental jurisdictions;
  - F. past performance records;
  - G. qualifications of Proposer;
  - H. references;
  - I. related experience in Florida;
  - J. technical soundness of response; and
  - K. past history of meeting required time frames.

## **Architectural Design Services**

Lauderdale-By-The-Sea RFQ No. 14-07-01

### **Part II –General Information**

2. Selection: The Town Manager may conduct the selection process, or at the option of the Town Manager, it may be referred to a selection committee (the "Committee"). Either the Town Manager or the Committee will review all responses received and establish a list of selected Proposers deemed to be the most qualified to provide the services requested based in part on the criteria set forth above. The Town Manager, the Committee or the Town Commission may request oral presentations from the Proposers.  
  
The Town Manager will submit a list of no fewer than three (if available) qualified firms to the Town Commission and the Town Commission shall make a final ranking and authorize the Town Manager to negotiate a Continuing Services Agreement with the most qualified firm.  
  
The Town Manager will negotiate fees that the Town determines to be fair, competitive and reasonable with the most qualified firm. Should the Town Manager be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price the Town determines to be fair, competitive, and reasonable, negotiations with that firm shall cease, and the Town shall then undertake negotiations with the second most qualified firm. This process will continue until an agreement is reached or the Town determines to reject all responses.

#### **N. REPRESENTATIONS AND WARRANTIES**

In submitting a response, Proposer warrants and represents that:

1. Proposer has examined and carefully studied all data provided, and any applicable Addenda; receipt of which is hereby acknowledged.
2. Proposer has visited the relevant site, if any, and is familiar with and satisfied as to the general, local and "site" conditions that may affect cost, progress, and performance of goods and/or services in their response.
3. Proposer is familiar with and is satisfied as to all federal, state and local laws and regulations that may affect cost, progress and performance of the goods and/or services in their response.
4. If applicable, Proposer has obtained and carefully studied (or assumes responsibility for having done so) all documents available related to the subject of the RFQ and performed any examinations, investigations, explorations, tests, studies and data concerning conditions that may affect cost, progress, or performance of the goods and/or services that relate to any aspect of the means, methods, techniques, sequences, and procedures to be employed by Proposer, including safety precautions and programs incident thereto.
5. Proposer has given Town written notice of all conflicts, errors, ambiguities, or discrepancies that Proposer has discovered in this RFQ and any addenda thereto, and the written resolution thereof by the Town is acceptable to Proposer.
6. The RFQ is generally sufficient in detail and clarity to indicate and convey understanding of all terms and conditions for the performance of the response that is submitted.
7. No person has been employed or retained to solicit or secure award of the contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, and no employee or officer of the Town has any interest, financially or otherwise, in the RFQ or contract.

**Architectural Design Services**  
Lauderdale-By-The-Sea RFQ No. 14-07-01  
Part II –General Information

**O.** Town Contract

The selected Proposer is expected to execute the Town's standard Continuing Services Agreement, in the form approved by the Town Attorney.

The contract will contain the following clauses required by Town Code, and all vendors are expected to comply with these requirements:

No officer or employee of the Town of Lauderdale-By-The-Sea, Florida, during his or her term of employment or for one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

No vendor shall give, solicit for, deliver, or provide a campaign contribution directly or indirectly to a candidate or to the campaign committee of a candidate for the offices of Mayor or Commissioner.

**End of Part II**

## RFQ FORM A

Proposer: \_\_\_\_\_

### QUALIFICATIONS STATEMENT

**THIS FORM MUST BE SUBMITTED WITH  
THE RESPONSE TO BE DEEMED RESPONSIVE.**

1. State the full and correct name of the partnership, corporation or trade name under which you do business and the address of the place of business. (If a corporation, state the name of the president and secretary. If a partnership, state the names of all partners. If a trade name, state the names of the individuals who do business under the trade name.)
  - 1.1. The correct and full legal name of the Proposer is:
  - 1.2. The business is a (Sole Proprietorship) (Partnership) (Corporation).
  - 1.3. The names of the corporate officers, or partners, or individuals doing business under a trade name, are as follows:
2. Please describe your company in detail.
3. The address of the principal place of business is:
4. Company telephone number, fax number and e-mail addresses:
5. Number of employees:
5. Name of employees to be assigned to this Project:
6. Company identification numbers for the Internal Revenue Service:
7. Provide Broward County occupational license number, if applicable, and expiration date:
8. How many years has your organization been in business? Does your organization have a specialty?
9. List the last three project of this nature that the firm has completed? Please provide project description, reference and cost of work completed.
10. Have you ever failed to complete any work awarded to you? If so, where and why?

## Lauderdale-By-The-Sea RFQ No. 14-07-01

11. Provide the following information concerning all contracts that are similar in nature or use the same project team proposed for this project that are **in progress** as of the date of submission of this Response for your company, division or unit as appropriate.

Name of Project	Contract with:	Contract Amount	Estimated Completion Date	% of Completion to Date

*(Continue list as necessary)*

**NOTE: RFQ Forms are available in WORD on the Town's web site or upon request to Town Clerk.**



## Proposer: \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED WITH  
THE RESPONSE TO BE DEEMED RESPONSIVE.**

- Name of Contact:

Title of Contact: Email:

Telephone Number: Fax Number:

Project:
- Name of Contact:

Title of Contact: Email:

Telephone Number: Fax Number:

Project:
- Name of Contact:

Title of Contact: Email:

Telephone Number: Fax Number:

Project:
- Name of Contact:

Title of Contact: Email:

Telephone Number: Fax Number:

Project:

File: R:\RFQ\Architectural Design RFQ 14-07-01.docx

**RFQ FORM C**

Proposer: \_\_\_\_\_

**THIS FORM MUST BE SIGNED AND SUBMITTED WITH  
THE RESPONSE TO BE DEEMED RESPONSIVE.**

The undersigned guarantees the truth and accuracy of all statements and the answers contained herein.

**PROPOSER'S CERTIFICATION**

I have carefully examined the Request for Qualifications referenced above ("RFQ") and any other documents accompanying or made a part of this RFQ.

I hereby propose to furnish the goods or services specified in the RFQ. I agree that my response will remain firm for a period of 150 days in order to allow the Town adequate time to evaluate the responses.

I certify that all information contained in this response, which includes the Town required RFQ forms A, B, and C, is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this response on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.

The Proposer hereby authorizes the Town of Lauderdale-by-the-Sea, its staff or consultants, to contact any of the references provided in the response and specifically authorizes such references to release, either orally or in writing, any appropriate data with respect to the firm offering this response.

I further certify, under oath, that this response is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a response for the same product or service; no officer, employee or agent of the Town or any other proposer has a financial interest in said response; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters herein contained and was duly authorized to do so.

If this response is selected, I understand that I will be expected to execute the Town's standard Continuing Services contract, in the form approved by the Town Attorney.

A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crimes may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or

Lauderdale-By-The-Sea RFQ No. 14-07-01

consultant under a contract with a public entity, and may not transact business with any public entity in excess of the threshold amount provided in Sec. 287.017 Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. I further certify, under oath, that neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholder, employees, members or agents active in the management of the entity has been convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_  
Name of Business

By: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
\_\_\_\_\_  
Mailing Address

**NOTE: RFQ Forms are available in WORD on the Town's web site or upon request to Town Clerk.**